United Nations ST/IC/2017/17

Secretariat

5 June 2017

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations mandatory learning programmes**

1. The purpose of the present information circular is to inform staff about the current mandatory learning programmes for staff members of the United Nations Secretariat. The aim of mandatory programmes is to build a common foundation of knowledge and promote a shared organizational culture among staff of the Organization.

2. In June 2014, the Management Committee approved the establishment of the Mandatory Programmes Working Group as the new coordination mechanism for mandatory programmes for staff members across the Secretariat.

3. In 2017, the Mandatory Programmes Working Group recommended to the Management Committee that the learning programme entitled "Prevention of sexual exploitation and abuse by United Nations personnel" be made mandatory for all United Nations personnel. The Management Committee endorsed the recommendation, and the programme is currently mandatory for all staff across the Secretariat regardless of their level, function or duty station. There are two versions of the learning programme, one for managers and commanders and one for all other personnel.

4. Staff members are to complete the new mandatory learning programme within six months of the issuance of the present information circular or, in the case of new staff members, within six months of joining the Organization. Supervisors and heads of departments and offices are responsible for ensuring compliance with mandatory learning requirements and shall allocate sufficient time for staff members to complete them as part of their official duties.

5. The annex to the present information circular contains the complete list of mandatory learning programmes for staff members of the United Nations Secretariat. All mandatory programmes should be completed within six months of joining the Organization. More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

* The present circular, which supersedes ST/IC/2016/15, will be in effect until further notice.

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Annex

List of mandatory learning programmes

More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

Mandatory courses for all staff members

- Basic security in the field: staff safety, health and welfare
- Prevention of workplace harassment, sexual harassment and abuse of authority in the workplace
- HIV/AIDS in the workplace orientation programme[1]
- Ethics and integrity at the United Nations
- Information security awareness (foundational)
- United Nations human rights responsibilities
- I know gender (three core modules)
- Prevention of sexual exploitation and abuse by United Nations personnel (one for managers and commanders and one for other personnel)

In addition to the above-mentioned mandatory courses for all staff members, there are additional requirements depending on the role, category/level or duty station of the staff member:

Mandatory learning for all supervisors

Performance management and development learning programme for managers and supervisors

Mandatory learning for staff members at the P-4 and P-5 levels

Management development programme

Mandatory learning for staff members at the D-1 and D-2 levels

United Nations leaders programme

Mandatory learning for staff members at the Assistant Secretary-General and Under-Secretary-General levels

Induction programme for senior leaders

Mandatory learning for staff participating in interview panels

Competency-based selection and interviewing skills

[1] The programme is available online or as a half-day instructor-led programme. Completion of either version of the programme meets the requirement outlined in ST/SGB/2007/12.

Mandatory learning for staff members in procurement

The fundamentals of procurement

Ethics and integrity in procurement

Best value for money

Overview of the Procurement Manual

Mandatory learning for staff travelling to non-headquarters duty stations and missions

Advanced security in the field

Mandatory learning for staff deploying to field missions led by the Department of Peacekeeping Operations up to and including the D-1 level

Civilian predeployment training

Mandatory learning for all staff arriving in a peacekeeping mission

Mission-specific induction training

Mandatory learning for all staff arriving in a duty station where "Safe and secure approaches in field environments" is a training requirement

Safe and secure approaches in field environments

Mandatory training for newly appointed senior leaders in peacekeeping operations at the D-2, Assistant Secretary-General and Under-Secretary-General levels

Senior leadership programme